

Document Name: Overseas Travel Procedures and Guidelines - Students

Document data:

Document type: Procedures & Guidelines

Administering entity: Finance

Records management system number: SED08/1494

Date board endorsement: 29 September 2008

Date approved: 30 September 2008

Approved by: Vice-Chancellor

Indicative time for review: 12 months

Responsibility for review: Pro-Vice Chancellor (Academic)

Related policies or other documents: Overseas Travel Policy - Students

1.0 Background

All students proposing to travel overseas to undertake authorised study or by prior agreement with the Student Centre and Unit Coordinator are requested to review the University's **Overseas Travel Policy - Students** for an overview of authorisation requirements. The procedures contained herein and in the governing **Overseas Travel Policy - Students** are provided to assist students and Authorising Officers to assess and manage the risks associated with travel to international destinations in accordance with the University's duty of care.

2.0 Authorisation Process

In the initial instance students must obtain advice on the proposed overseas study programme from their Unit Coordinator and the relevant School's Administrative Assistant who will assist with the required documentation to obtain approval.

2.01 Forms and Requirements for Authorisation

Students must ensure that their request for overseas travel contains:

- A detailed travel itinerary including overseas contact details
- A copy of the latest DFAT Travel Advice for that area obtained from www.smartraveller.gov.au
- Completed forms as follows:
 - a) Request for Approval to Travel on Official Business Form (A8)
 - b) Overseas Travel Notice - Students
 - c) "Fit to Travel" Declaration together with Doctor's Certificate
 - d) Proof of Travel Insurance
 - e) Certification of registration with DFAT SmartTraveller
 - f) Student Travel Checklist

2.02 Additional Procedures for Travel to High Risk Destinations

Where travel is to Level 4 countries “**Reconsider your need to travel**”, additional requirements are noted in g) to j) below:

- g) Risk Assessment form addressing the relevant risks/issues.
- h) Overall assessment by a academic staff member who knows the country/ies to be visited and can make recommendations in relation to the safety of the student according to the countries/areas visited/transited.
- i) Proof of purchase of flexible air tickets that allow changes to dates, airlines and routing.
- j) Pre-departure - attend a country briefing provided by the academic staff member concerned (if the student is internal) and review pre departure information provided by the academic staff member or relevant institution.

Note: Requests for Travel to High Risk Destinations will be treated on an individual basis by the PVC/ Dean or his/her delegate although note that any travel requests to a DFAT Level 5 country will be declined.

3.0 Airfares and Travel Arrangements

It is recommended that students deal with a reputable travel agent, preferably one with experience of the destinations and connections required. Consideration should be given to potential cost of non-refundable or inflexible airline tickets particularly in the event of the overseas programme being cancelled prior to travel or in the case of an emergency return to Australia after travel has commenced. Where travel costs are fully funded by the University, regardless of the funding source, travel must be arranged through the University’s Travel Manager.

4.0 Visa Requirements

Prior to travel students must ascertain the correct visa for the countries to be visited and/or transited by contacting their travel agent or the nearest embassy or consulate of the destination.

5.0 Insurance

Generally, for students proposing to travel overseas to undertake authorised study, the University’s insurance provides limited cover although note that insurance cover will **not** be provided where students undertake unauthorised travel or to countries where the DFAT Travel Advice is at Level 5 - **Do Not Travel**. The University’s insurance cover is provided where the student is involved in activities approved by the university and is not usually extended for students’ travel arrangements. In certain circumstances the University will not be liable for loss or damage such as, personal loss, injury, theft, damage, travel cancellations which are the responsibility of individual students. Travel insurance is compulsory and can be arranged with an insurer of choice or through the

university's insurers with the payment of the appropriate premium (where required). Also note that most overseas study programmes require proof of compulsory Health and Travel insurance for all participants. For further general information see:

http://www.smartraveller.gov.au/travel_insurance.html

Note: If the overseas travel is not authorised as required according to the University's Overseas Travel Policy - Students and these related Procedures and Guidelines, insurance cover will be not provided under the University's insurance policies.

5.01 Exclusions

The University's insurance excludes cover for students travelling to countries affected by war, invasion or civil strife although currently limited cover is available for travel to certain countries experiencing such unrest. The latest status on countries should be obtained from the University's Insurance Officer prior to application. Generally the University's insurance will not cover claims arising from:

- Pre-existing medical conditions
- Professional and/or extreme sports,
- Driving or riding unregistered vehicles or the unlicensed operation of motor vehicles, motorcycles and aircraft
- Any criminal act or intentional illegal act by the insured person.
- Alcohol and drug related incidents
- Suicide, attempted suicide or any deliberately self-inflicted injury
- Any sexually transmitted disease by the insured person.

Students are required to sign the Student Travel Checklist acknowledging that insurance policy exclusions are understood.

For insurance assistance, please contact the University's Insurance Officer on email insurance@une.edu.au

6.0 Student Behaviour

Students undertaking a period of in-country study are required to be aware of their personal responsibility to:

- Obey the lawful and reasonable instructions of the organisation with which they will be undertaking the study
- Observe safe work practices and comply with all obligations under Workplace Health and Safety
- Maintain a standard of conduct befitting a student of the university

Students travelling overseas to undertake approved studies are reminded that the University's Rules and Policies continue to apply and are requested to review the following websites:

- Student Behavioural Misconduct <http://www.une.edu.au/policies/academic.php>
- Equity and Diversity <http://www.une.edu.au/policies/equity.php>
- Student Alcohol and Other Drugs <http://www.une.edu.au/policies/alphabetic.php>

7.0 Emergencies

Students should be aware that emergency situations may require an early return to their home country. These emergencies could arise from family circumstances, natural disasters, health problems, civil unrest or terrorist situations. In these circumstances the use of flexible airfares booked through a reputable travel agent will make it easier to change travel arrangements. Students must provide their overseas contact details and also review their email accounts regularly where possible.

Emergency Contacts:

University's Emergency contact for students overseas:

- Any incident that requires the attention of the university's insurers, should be notified directly to: Chubb company via the University Insurance Officer insurance@une.edu.au or phone: 02 6773 5056 (61 2 6773 5056 from overseas)
 - If insured elsewhere contact the emergency number provided in the policy
- For other emergencies contact the Study Abroad Officer, International Admissions & Operations on 02 6773 3325 (61 2 6773 3325 from overseas) or email studyabroad@une.edu.au
- UNE Security Services (24 hours per day) on 02 6773 2099 (61 2 6773 2099 from overseas); Emergency 02 6773 3888 (61 2 6773 3888 from overseas)

8.0 Health

All students travelling overseas are recommended to review the detailed health advice on the DFAT Travel Well page <http://www.smartraveller.gov.au/tips/travelwell.html> Well in advance of departure students must visit their regular doctor for a thorough medical consultation to obtain a certificate stating they are "fit to travel" to their required destination/s. Specific medical advice and vaccination recommendations for the destination should be obtained at this time. It is also essential to enquire about travelling with medicines whether prescribed or not and if needed obtain a doctor's letter prior to departure stating the need for such medicines. Students must attach the doctor's certificate to their completed declaration advising pre-existing medical conditions (if any) and submit along with other forms required for overseas travel authorisation.

In some countries caution should be exercised with tap water and local food. If travel is to tropical countries measures should be taken to avoid mosquito-borne illnesses by wearing light coloured, loose fitting clothing that covers the arms and legs, regularly applying an appropriate insect repellent and staying in mosquito-proof accommodation.

To find out more about healthy travel and vaccinations visit:

- Overseas Travel Procedures & Guidelines (<http://www.une.edu.au/policies/finance&travel.php>)
- Internal Services available (<http://www.une.edu.au/imp/study/>)
- Travel Warnings (<http://www.smartraveller.gov.au/tips/travelwell.html>)
- World Health Organisation (<http://www.who.int/countries/en/>)
- Australian Immunisation Handbook (<http://www9.health.gov.au/immhandbook/>)

9.0 Avian Flu

While Avian influenza is primarily a disease of birds, human cases continue to occur in a number of countries as a result of exposure to infected birds. There have been no confirmed cases of the spread of avian influenza from person to person although the situation is monitored by the World Health organisation. The university's procedures for travel authorisation for countries known to have had outbreaks of Avian Flu, are the same as those countries where the DFAT Travel Advice is at Level 4. The latest information on avian flu can be viewed at

http://www.who.int/csr/disease/avian_influenza/updates/en/

10.0 Personal Safety

Violent and petty crime occurs in many countries. Students must familiarise themselves with the types of crime that can occur as well as locations of risk and put measures in place to protect their personal security for their particular destinations. Foreigners can be particularly vulnerable to theft and/or assault. Some key tips are:

- Be vigilant to your personal security in public places
- Do not travel with large amounts of money or valuables.
- When travelling by car keep the doors locked and the windows up
- Avoid travelling alone after dark
- Avoid places known for criminal activity and avoid deserted areas

Women travelling on their own may be particularly vulnerable. A brochure designed to provide women with information is available at:

<http://www.smartraveller.gov.au/tips/womtrav.html>

11.0 Local Transport

Driving and road conditions vary greatly in each country as well as the safety and maintenance standards of vehicles, roads and transport operators. The road toll in some countries is many times greater than in Australia. For more information see:

http://www.smartraveller.gov.au/zw-cgi/view/Advice/General#Safety_and_Security

12.0 Civil Disorder

Avoid becoming caught up in situations that can deteriorate rapidly and without warning. Unsafe areas and situations such as demonstrations and large public gatherings should be identified and avoided. Events such as elections, national or religious days may have the potential to erupt into violence in some countries. The local media should be monitored for information about possible safety or security risks see:

http://www.smartraveller.gov.au/zw-cgi/view/Advice/General#Safety_and_Security

13.0 Terrorism

The University is concerned about the on-going threat of terrorism in many countries around the world particularly in some destinations where it is very high. Targets frequently include places frequented by foreigners, such as airports and restaurants. It is recommended that students review DFAT's Safety and Security: Terrorism advice for details on terrorist threats to specific locations and types of venues at

<http://www.smartraveller.gov.au/zw-cgi/view/Advice/General>

Security conditions can change rapidly in different regions and countries and it is important that DFAT's destination-specific travel advice is monitored whilst overseas.

14.0 Further Information

- University's Insurance Officer: Phone: 02 6773 5056 (61 2 6773 5056 from overseas) or email: insurance@une.edu.au

14.1 Links:

- Overseas Travel Procedures & Guidelines (<http://www.une.edu.au/policies/finance&travel.php>)
- Internal Services available (<http://www.une.edu.au/imp/study/>)
- Travel Warnings (<http://www.smartraveller.gov.au/tips/travelwell.html>)
- World Health Organisation (<http://www.who.int/countries/en/>)
- Australian Immunisation Handbook (<http://www9.health.gov.au/immhandbook/>)

Note: As a result of global unrest and health issues the University may exercise the right to decline/cancel travel to comply with the University's "Duty of Care".